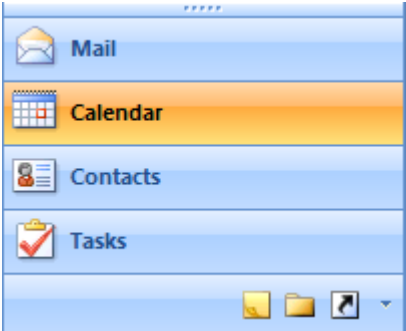
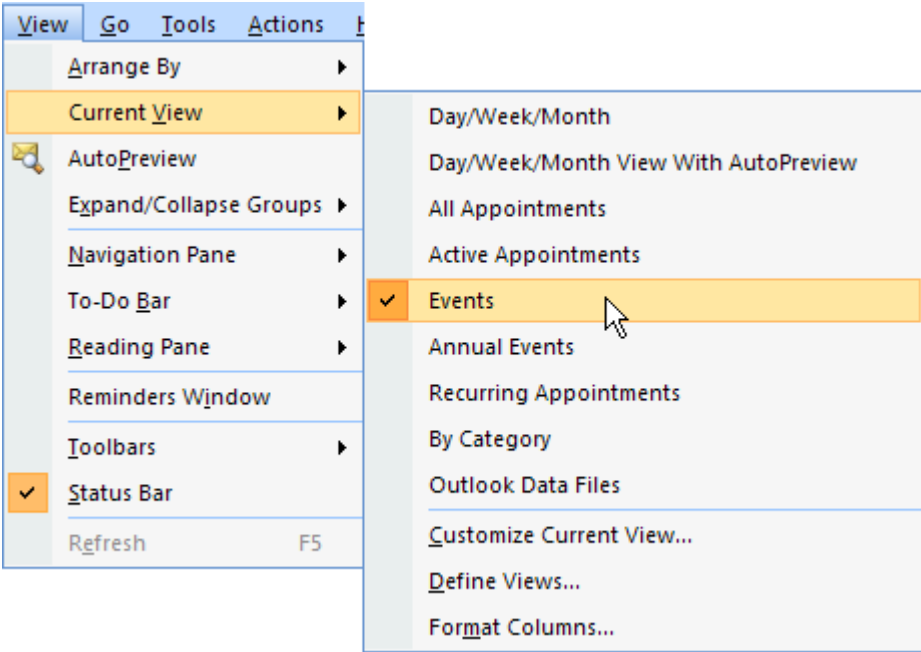


ADDING THE STATE OF NEBRASKA HOLIDAYS TO YOUR CALENDAR.

Network Services has received a file that adds the observed State of Nebraska holidays to your Outlook calendar. This document will show you two (2) options to update your Outlook calendar.

OPTION 1: Installs all of the United States holidays that includes the State of Nebraska holidays through the year 2012. (This option will install holidays such as, Mothers Day, Father Day, Flag Day, etc.)

OPTION 2: Go to page 5. This option installs only the 12 State of Nebraska holidays through the year 2012.

OPTION 1.	The following instructions installs all of the United States holidays that includes the State of Nebraska holidays through the year 2012.
Close Outlook and reopen it	This action makes sure that Outlook will read the new holiday file.
At the lower left hand side, click on the Calendar switch to show your calendar.	
Click on the View menu, then click on Current View, (make note of the setting so you can change it back in a later step) then click on Events.	
This action reveals all of your event items.	

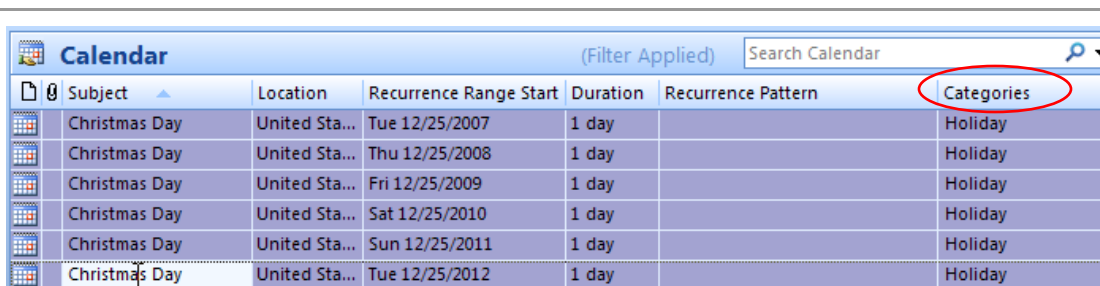
Click on the tab "Categories" to sort these items.

Highlight all of the events that have the category name of "Holiday".

Be careful that you only select "Holiday", you might delete other event types.

Then delete all of the selected items.

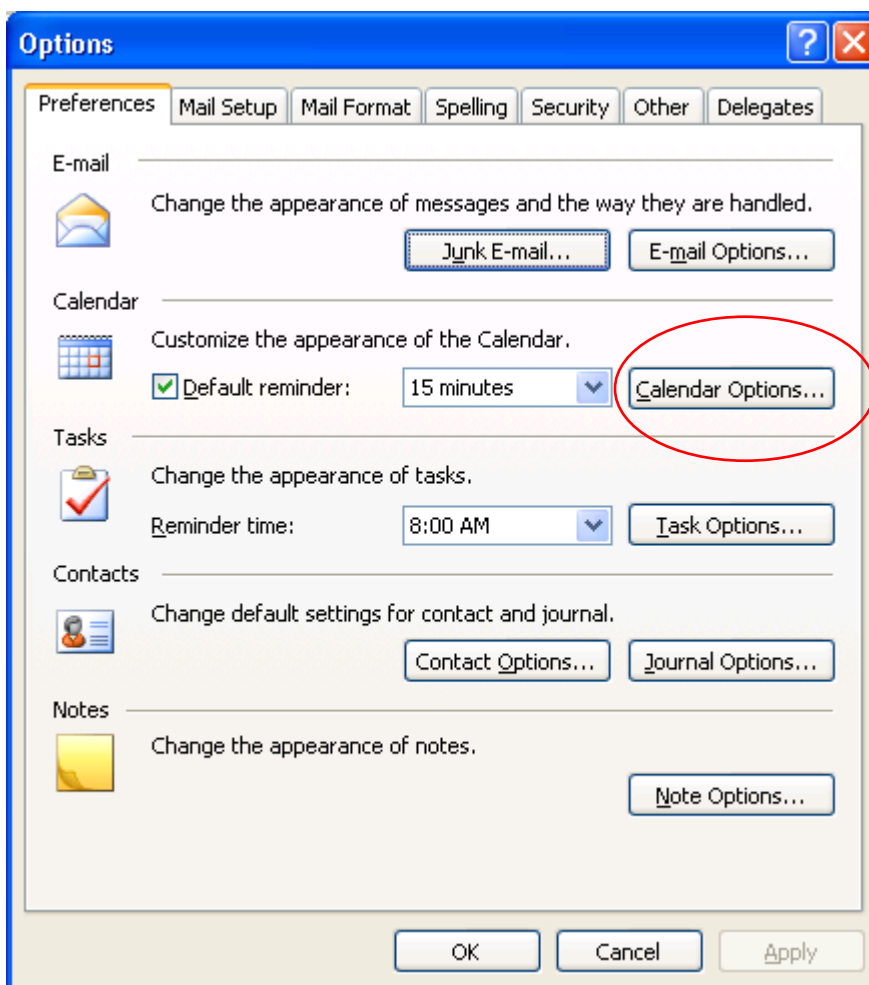
Note: You may not have any Holidays installed.



Subject	Location	Recurrence Range Start	Duration	Recurrence Pattern	Categories
Christmas Day	United Sta...	Tue 12/25/2007	1 day		Holiday
Christmas Day	United Sta...	Thu 12/25/2008	1 day		Holiday
Christmas Day	United Sta...	Fri 12/25/2009	1 day		Holiday
Christmas Day	United Sta...	Sat 12/25/2010	1 day		Holiday
Christmas Day	United Sta...	Sun 12/25/2011	1 day		Holiday
Christmas Day	United Sta...	Tue 12/25/2012	1 day		Holiday

Click on the Tools menu and then click on Options.

From the Options Window click on the Calendar Options... button.



The screenshot shows the 'Options' dialog box with the 'Preferences' tab selected. The 'Calendar' section is expanded, showing the 'Default reminder' set to '15 minutes'. The 'Calendar Options...' button is circled in red. Other sections visible include 'E-mail', 'Tasks', 'Contacts', and 'Notes'.

From the Calendar Options window click on the Add Holidays... button.

The 'Calendar Options' dialog box is shown with the following settings:

- Calendar work week:** Sun (unchecked), Mon (checked), Tue (checked), Wed (checked), Thu (checked), Fri (checked), Sat (unchecked).
First day of week: Sunday
First week of year: Starts on Jan 1
Start time: 8:00 AM
End time: 5:00 PM
- Calendar options:**
 - Show week numbers in the Date Navigator (unchecked)
 - Allow attendees to propose new times for meetings you organize (checked)
 - Use this response when you propose new meeting times: Tentative
 - Background color: Yellow
 - Planner Options... (button)
 - Add Holidays... (button, circled in red)
 - Use selected background color on all calendars (unchecked)
- Advanced options:**
 - Enable alternate calendar: English, Gregorian, Options... (button)
 - When sending meeting requests over the Internet, use iCalendar format (unchecked)
 - Free/Busy Options... (button)
 - Resource Scheduling... (button)
 - Time Zone... (button)

Buttons at the bottom: OK, Cancel.

By default the United States is selected.

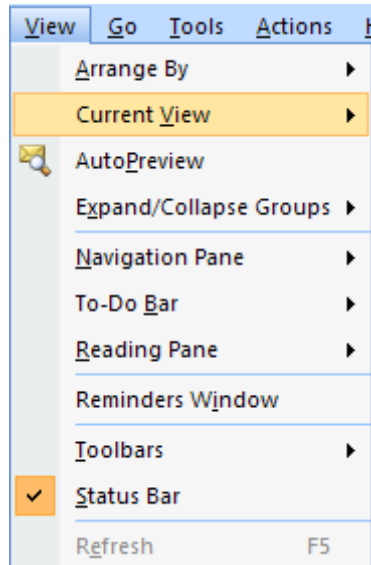
This will import the observed United States Holidays plus the State of Nebraska Holidays into your Outlook Calendar. Click on OK to install the holidays. Click OK to close the two dialog boxes that are open.

The 'Add Holidays to Calendar' dialog box is shown with the following settings:

- Select the locations whose holidays you would like copied to your Outlook Calendar:
- List of locations: Thailand, Tunisia, Turkey, Ukraine, United Arab Emirates, United Kingdom, United States (checked), Uruguay, Venezuela, Yemen.
- Buttons: OK, Cancel.

To change the Current View back to your original setting.

Click on the View menu, then click on Current View, then click on the desired selection, usually it is at Day/Week/Month.

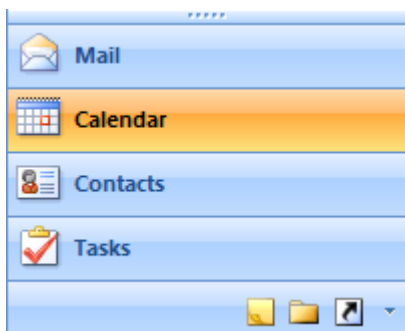


If you have any questions or need help about this process please contact your Network Services, 1/0959.

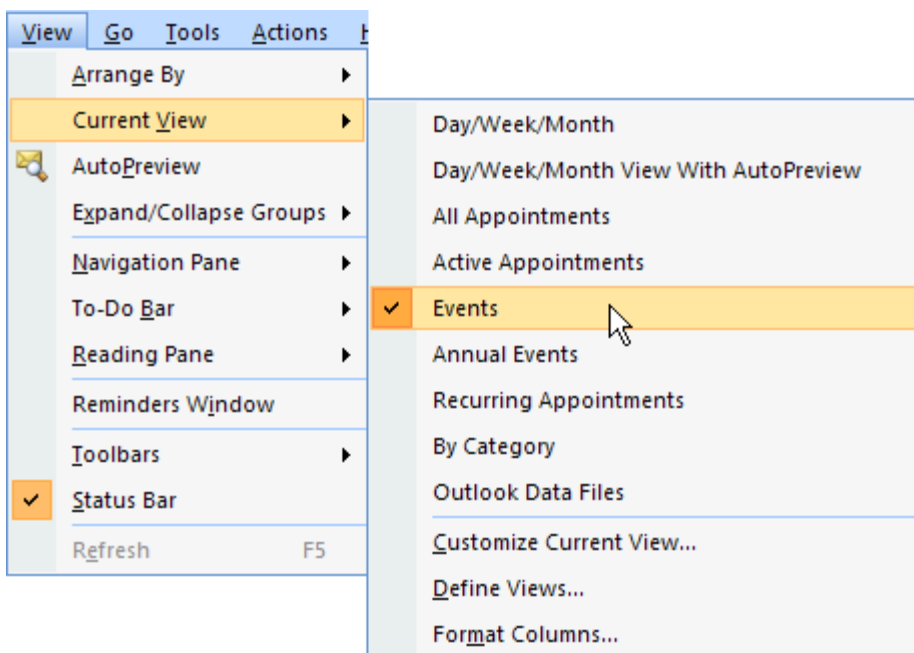
OPTION 2.

The following instructions install the 12 State of Nebraska holidays through the year 2012.

At the lower left hand side, click on the Calendar switch to show your calendar.



Click on the View menu, then click on Current View, (make note of the setting so you can change it back in a later step) then click on Events.



This action reveals all of your event items.

Click on the tab "Categories" to sort these items.

Highlight all of the events that have the category name of "Holiday".

Be careful that you only select "Holiday", you might delete other event types.

Then delete all of the selected items.

A screenshot of the Outlook 'Calendar' view. It shows a list of events for Christmas Day from 2007 to 2012. The 'Categories' column is circled in red, and all events in this column are set to 'Holiday'.

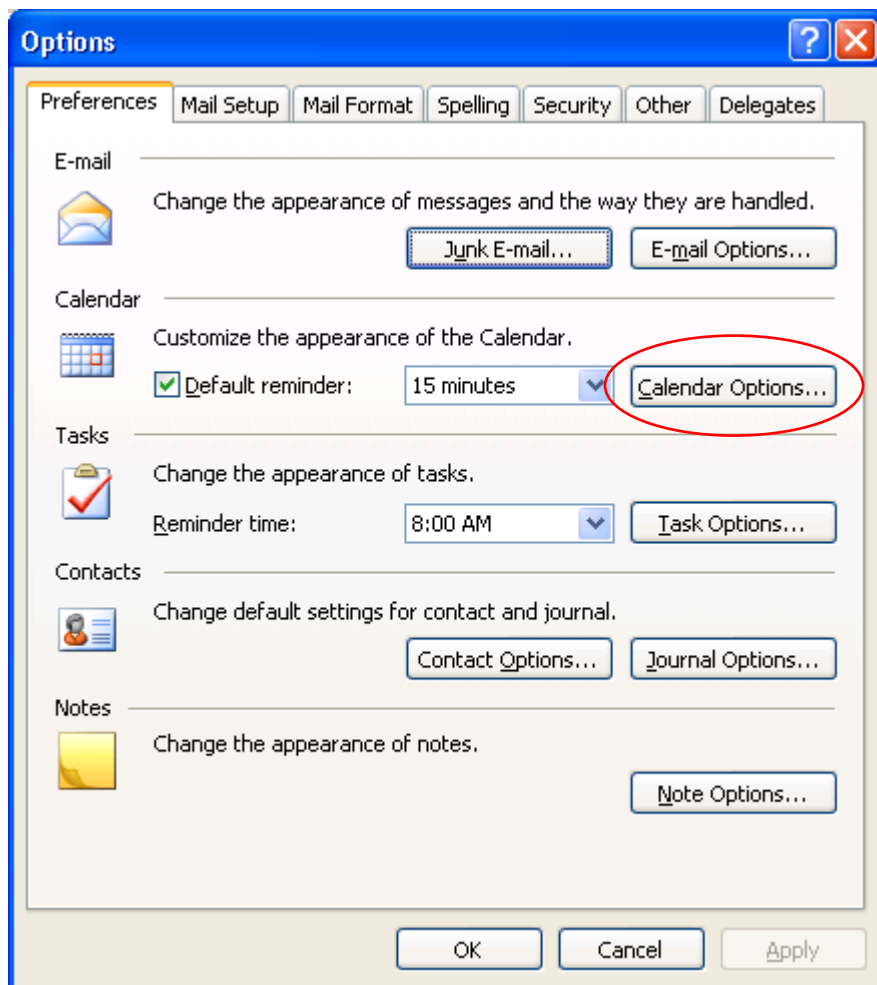
Subject	Location	Recurrence Range Start	Duration	Recurrence Pattern	Categories
Christmas Day	United Sta...	Tue 12/25/2007	1 day		Holiday
Christmas Day	United Sta...	Thu 12/25/2008	1 day		Holiday
Christmas Day	United Sta...	Fri 12/25/2009	1 day		Holiday
Christmas Day	United Sta...	Sat 12/25/2010	1 day		Holiday
Christmas Day	United Sta...	Sun 12/25/2011	1 day		Holiday
Christmas Day	United Sta...	Tue 12/25/2012	1 day		Holiday

Note: You may not have any Holidays installed.

Note: You may not have any Holiday installed.

From Microsoft Outlook click on the Tools menu and then click on Options.

From the Options Window click on the Calendar Options... button.



From the Calendar Options window click on the Add Holidays... button.

The 'Calendar Options' dialog box is shown with a blue title bar and a close button. It contains three main sections: 'Calendar work week', 'Calendar options', and 'Advanced options'. In the 'Calendar work week' section, days of the week are checked (Mon-Fri) and 'Sunday' is selected as the first day of the week. In the 'Calendar options' section, 'Allow attendees to propose new times for meetings you organize' is checked, and 'Tentative' is selected for the response. The 'Add Holidays...' button is circled in red. In the 'Advanced options' section, 'English' and 'Gregorian' are selected for the alternate calendar. At the bottom are buttons for 'Free/Busy Options...', 'Resource Scheduling...', 'Time Zone...', 'OK', and 'Cancel'.

By default the United States is selected. Uncheck the box next to the United States and scroll up to State of Nebraska. Select State of Nebraska and click on the OK button.

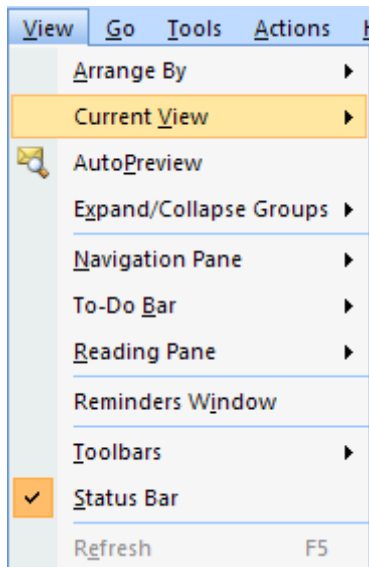
This will import the observed State of Nebraska Holidays into your Outlook Calendar.

Click OK to close the two dialog boxes that are open.

The 'Add Holidays to Calendar' dialog box is shown with a title bar containing a help icon and a close button. It prompts the user to 'Select the locations whose holidays you would like copied to your Outlook Calendar:'. A list of locations is provided, with 'State of Nebraska' selected and highlighted. Other locations include Singapore, Slovak Republic, Slovenia, South Africa, Spain, Sweden, Switzerland, Syria, and Thailand. At the bottom are 'OK' and 'Cancel' buttons.

To change the Current View back to your original setting.

Click on the View menu, then click on Current View, then click on the desired selection, usually it is at Day/Week/Month.



If you have any questions or need help about this process please contact your Network Services, 1-0959.